

8 steps

to complete

an Augustana Business Internship



If you need to complete an Internship for credit, here are some simple steps to follow in order to make the process as easy as possible.

Step 1:

Meet with Faculty Internship Advisor.



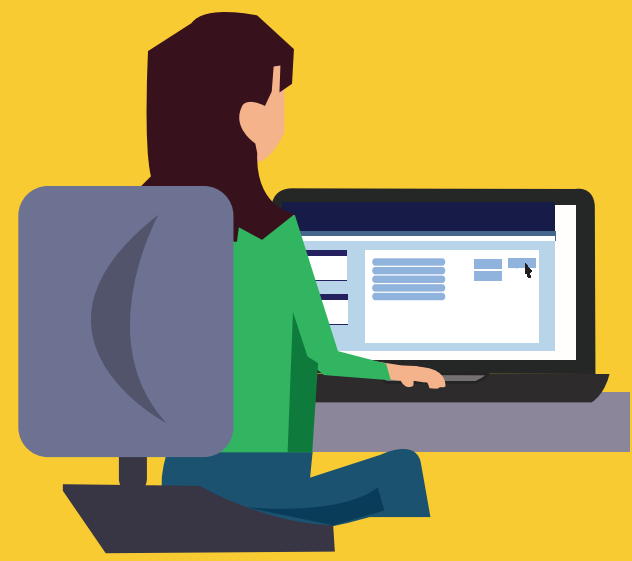
Step 2:

Meet With Student Success Center to update resume, start internship search.



Step 3:

Register for Internship.



Step 4:

Submit Course Proposal with goals and objectives.



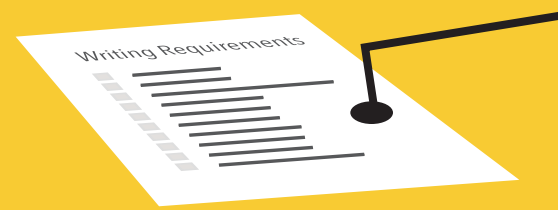
Step 5:

Participate in meeting with Site Supervisor and Advisor.



Step 6:

Complete Assignments.



Writing Requirements

- Course Proposal
- Updated Resume
- Condensed Summary for Web Publication
- Daily Logs
- Progress Memos
- Final Essay
- Thank You Letter
- Student Evaluation
- Site Supervisor Evaluation
- Photo with logo/supervisor

Step 7:

Participate in Exit Interview.



Step 8:

Produce Final Portfolio.

